

Administrative Volume
Certification Section

Proof of Identity (3.03850)

ER# 3.03850

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POLICY: The local WIC provider (LWP) shall assure applicants and participants meet Missouri WIC program identity requirements for each certification and food instrument issuance.

PROCEDURES:

- A. LWP must request and verify proof of identity from each applicant, participant, guardian or proxy at each certification and food instrument issuance. (See exceptions in D)
- B. LWP staff must inform the applicant, participant, or guardian of the need for all proxies to prove identity.
- C. Acceptable methods of proving identity are:
 1. For an infant or child - an immunization record, birth certificate, social service letter with identifying information, or hospital record (e.g. crib card, hospital band, discharge paper).
 2. For an adult - a photo identity such as a driver's license, passport, employment ID card, school ID card, state ID card, military ID card, or naturalization record.
 - a. When a photo identity is not available, proof could be a card or letter verifying health care, social services or voter registration from the named source or a hospital record or hospital ID bracelet when doing a hospital certification.
 - b. The LWP has the option to determine other acceptable items as proof of identity. Consult the state WIC office as needed.
 - c. A Verification of Certification (VOC) card from out-of-state transfer participants does not prove identity.
 - d. The type of document viewed to prove a participant's identity must be noted in MOWINS.
 3. Once identity is proven and verified, visual personal recognition by WIC staff may constitute proof for subsequent certifications and food instrument issuance. LWP staff must be careful to avoid discriminatory actions when using visual recognition. An agency policy is recommended when this method is utilized.
 4. When issuing food instruments, the WIC participant ID folder can be used as proof of identity. If the individual does not have the ID folder, s/he may be rescheduled within the month when s/he can bring the participant folder.
 5. If the participant ID folder has been lost, unless otherwise known by the LWP

staff, the participant must show a picture ID or other forms of ID proof as described above before the clinic can issue a new folder. The participant is then counseled on bringing their WIC participant folder to all appointments and to the grocery store.

D. Exceptions

1. The identity documentation requirement does not apply to an individual for whom the necessary documentation is not available due to natural or personal disaster (see E.R. #3.0050). The LWP must require the applicant to sign a statement as proof of identity and why s/he cannot provide documentation of identity. Scan the signed statement and save in the participant folder in MOWINS.
2. If proof of identity is not provided at the time of certification and recertification, the agency shall choose either option 1 or 2 below.
 - a. Inform the applicant, participant, or guardian of the required documents needed and schedule a new cert/recert appointment within the regulatory timeframes for certification processing standards. **or**
 - b. If all other eligibility requirements are met, and income and residency proofs have been provided, the applicant self declares identity and signs the self-declaration statement in the Rights and Responsibilities. The agency shall then mark the pending proof box in MOWINS and print food instruments for the current month (1 – 30 days).
 - i. Inform the applicant or participant of the required identity proof needed and schedule the participant to return with the proof within 30 days. No more than 30 days of food instruments may be issued until the proof of income is provided. There are no exceptions to the 30 day limit.

~~D. If proof of identity is not provided at the time of certification and recertification, the agency shall choose either option 1 or 2 below.~~

1. ~~Inform the applicant, participant, or guardian of the required documents needed and schedule a new cert/recert appointment within 30 days. or~~
2. ~~Collect all the data for the certification and recertification up to but not including capturing rights/responsibilities and do not print checks. This leaves an incomplete certification in the system. If the participant fails to return with the required proof within 30 days of the date the partial cert/recert data was collected, the incomplete cert must be removed from MOWINS. A new cert/recert must be done.~~

~~E Exception: If proof of identity cannot be provided due to a disaster see policy ER# 3.00500.~~